

# Arkansas Workforce Center Orientation

The Arkansas Workforce Centers are available to assist employers and job seekers with their employment needs. Job seekers can receive assistance with finding employment and updating résumés, among other things. Here are some of the Workforce Center resources available to those looking for a job or searching for a better job.

## Job Search Resources

- **Arkansas JobLink:** a job search resource bank where you can both post your information and skills for potential employers and search for current job openings ([www.arjoblink.arkansas.gov](http://www.arjoblink.arkansas.gov)).
- **Computer Lab:** personal computers equipped with high-speed Internet connections to assist with locating jobs around the state and across the nation.
- **Office Equipment:** Telephones and fax and copy machines are available to assist with your job search at no charge.

## Staff-Assisted Job Search Services

- **Job Search:** assesses your abilities and skill sets to assist in locating current relevant job openings.
- **Résumé Development:** résumé creation and editing to get the best results possible in your job search.
- **Career Counseling:** assesses your needs, skills, and interests to guide you through a step-by-step approach for job search and your re-entry into the workforce.

## Partner Services

- **Adult Basic Education/English as a Second Language:** We can refer you to free courses to obtain a high school equivalency diploma (GED) and/or to improve your English-language skills.
- **Veterans Employment and Training Programs:** provide resources and expertise to assist and prepare veterans to obtain meaningful careers, maximize their employment opportunities, and protect their employment rights.
- **Workforce Investment Act:** This program aims to increase the employment, job retention, earnings, and career advancement of U.S. workers. (Adults, Dislocated Workers and Youth programs available with qualification.)
- **Trade Adjustment Assistance:** created to provide benefits and services to workers who become unemployed due to the impact of international trade.
- **Temporary Assistance for Needy Families (TANF):** helps families stay together by empowering family leaders with job skills, resources, and assistance.
- **Vocational Rehabilitation:** provides opportunities to help Arkansans with disabilities lead productive and independent lives.
- **Job Corps:** an education and training program that helps young people learn a career, earn a high school diploma or GED, and find and keep stable employment.

▶ 1-855-225-4440

[www.arjoblink.arkansas.gov](http://www.arjoblink.arkansas.gov)



# Labor Market Information

Whether you are looking for a new job by choice or because the business you worked for closed or downsized, you need Labor Market Information to make a good career choice.

## What You Need to Know:

- What are my skills and abilities?
- What occupations use those skills and abilities?
- Are there job opportunities?
- What are the typical wages?
- Do I need further training to qualify?
- What industries employ the occupation?
- Where are the potential employers in my area?

You can find all of this information and more on Arkansas' LMI website Discover Arkansas. Just start exploring at [www.discover.arkansas.gov](http://www.discover.arkansas.gov). Follow the step-by-step process below to get started on a new career path.

## Step 1 – Evaluate Yourself

To find out what skills and abilities you have, use the Career Center Tools. You can find occupations that match a job you had in the past or an occupation that matches your current skill set or assessment codes.

## Step 2 – Explore the Occupation

Using the Occupation Explorer Tool, you can discover everything about a particular occupation including its job description, job outlook, wages, licensing, education, training, links to possible employers, a list of similar occupations, and much more.

## Step 3 – Prepare Yourself

Once you have chosen an occupation and decided on your career goal, you can use the resources at CareerOneStop ([www.careeronestop.org](http://www.careeronestop.org)) to help create a résumé, write a cover letter, and prepare for an interview.

## Step 4 – Find a Job

Finding a job can be difficult, but it's not impossible. Using the Find Employers tool or the resources on the Employment page can make the search a little easier.

## Real-Life Arkansas Website: [www.real-lifearkansas.com](http://www.real-lifearkansas.com)

This site provides a lifestyle budget calculator. Users are told how much an occupation pays in their area of the state, and they can use that information to create a budget.

## Career Watch Arkansas

This magazine contains profiles of occupations in Arkansas. Information also is available regarding Arkansas colleges, scholarships, and other financial aid options. The magazine has a companion website: [www.careerwatch.org](http://www.careerwatch.org).

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The Department of Workforce Services and the Arkansas Workforce Centers are Equal Opportunity Employers/Programs. Auxiliary aids and services are available upon request to individuals with disabilities. Voice 1-800-285-1121 TDD 1-800-285-1131

